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ABSTRACT

This index lists business education articles, research studies, and textbooks that were compiled from a selected list of periodicals, publishers, and yearbooks published during 1987. A total of 19 general publications and 48 periodicals were indexed. The materials are indexed under 94 subject headings, including the following: accounting, administration and supervision, adult education, associations, automation, basic business education, business arithmetic, business English, business law, business organization and management, business schools, certification, consumer education, data processing, dictation, distributive education, economics, elementary and junior high schools, employment, ethics, evaluation, follow-up studies, guidance, high school, human relations, information processing, international business education, junior colleges, marketing, microcomputers, occupational information, office management, office training, programmed instruction, public relations, reading, records management, reprographics, research, salesmanship, simulation, special education, teacher education, testing, time management, transcription, typewriting, vocational education, women, and work experience. Materials are indexed under author and subject entries. The names and addresses of periodicals and publishers are included. (MN)

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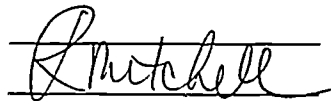
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BUSINESS EDUCATION INDEX

1987

Index of Business Education Articles, Research Studies,
and Textbooks Compiled from a Selected List of Periodicals,
Publishers, and Yearbooks Published During the Year 1987

Volume 48

Edited by

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Upper Montclair, New Jersey 07043

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National Honorary Professional Graduate
Society in Business Education

Subject Headings

- | | | |
|--|--|---|
| <p>AACSB (American Assembly of Collegiate Schools of Business)</p> <p>Accounting</p> <p>Administration and supervision</p> <p>Adult education</p> <p>Arithmetic, business</p> <p>Associations</p> <p>Audiovisual aids</p> <p>Automation (see Data processing, Information processing, Microcomputers, or Word processing)</p> <p>Basic business education</p> <p>Bibliography</p> <p>Bookkeeping (see Accounting)</p> <p>Business administration</p> <p>Business and business education</p> <p>Business correspondence</p> <p>Business education</p> <p>Business English</p> <p>Business law</p> <p>Business organization and management</p> <p>Business schools</p> <p>Career education</p> <p>Certification</p> <p>Certified professional secretaries</p> <p>Clerical training</p> <p>Cocurricular activities</p> <p>Colleges and universities</p> <p>Communications</p> <p>Competency-based</p> <p>Consumer education</p> <p>Cooperative education</p> <p>Curriculum</p> <p>Data processing</p> <p>Delta Pi Epsilon</p> | <p>Dictation</p> <p>Distributive education (see Marketing)</p> <p>Distributive Education Clubs of America (see Cocurricular activities)</p> <p>Duplication (see Reprographics)</p> <p>Economics</p> <p>Elementary/junior high school</p> <p>Employment</p> <p>Equipment and supplies</p> <p>Ethics</p> <p>Evaluation</p> <p>Filing (see Records management)</p> <p>Follow-up studies</p> <p>Future Business Leaders of America (see Cocurricular activities)</p> <p>General business (see Basic business education)</p> <p>Guidance</p> <p>High school</p> <p>Human relations</p> <p>Information processing</p> <p>International business education</p> <p>Junior college</p> <p>Junior high school (see Elementary/junior high school)</p> <p>Keyboarding/typewriting</p> <p>Mainstreaming (see Special education)</p> <p>Marketing</p> <p>Microcomputers</p> <p>National Association for Business Teacher Education</p> <p>National Business Education Association</p> <p>Occupational information</p> | <p>Office Education Association (see Cocurricular activities)</p> <p>Office machines (see Equipment and supplies)</p> <p>Office management</p> <p>Office training</p> <p>Personality</p> <p>Programmed instruction</p> <p>Public relations</p> <p>Reading</p> <p>Records management</p> <p>Reprographics</p> <p>Research</p> <p>Retailing</p> <p>Salesmanship</p> <p>Secretarial training</p> <p>Secretaries</p> <p>Shorthand</p> <p>Simulation</p> <p>Special education</p> <p>Spelling</p> <p>Standards</p> <p>Surveys</p> <p>Teacher education</p> <p>Teachers</p> <p>Teaching</p> <p>Teaching aids</p> <p>Testing</p> <p>Time management</p> <p>Transcription</p> <p>Typewriting (see Keyboarding/typewriting)</p> <p>Visual aids (see Audiovisual aids)</p> <p>Vocational education</p> <p>Women</p> <p>Word processing</p> <p>Work experience</p> |
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A list of the business education periodicals, general periodicals, and publishing companies indexed more than once is given at the end of the book.

Key to Abbreviations

<p>abr abridged</p> <p>Ag August</p> <p>Ap April</p> <p>assn association</p> <p>bldg building</p> <p>bul bulletin</p> <p>bus business</p> <p>co company</p> <p>comp compiled, compiler</p> <p>D December</p> <p>dept department</p>	<p>ed edited, edition, education, editor</p> <p>F February</p> <p>Ja January</p> <p>Je June</p> <p>Jl July</p> <p>Jr junior</p> <p>misc miscellaneous</p> <p>Mr March</p> <p>My May</p> <p>N November</p>	<p>nat national</p> <p>no number</p> <p>O October</p> <p>p pages</p> <p>pt part</p> <p>pub publishing, publisher</p> <p>rev revised, revision</p> <p>S September</p> <p>ser series</p> <p>supt superintendent</p> <p>vol volume</p>
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- Getting Jobs—The Newsletter for Teachers and Counselors. Bobbi Ray Madry, ed. MPC Educational Publishers, 3839 White Plains Rd., Bronx, NY 10467
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- Office Systems. Liam M. Hogan, ed. Office Systems, 941 Danbury Rd., Georgetown, CT 06819
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- BTA J**—Business Teachers Association Journal. Patricia C. Franks, ed. Business Teachers Association of New York State, Broome Community College, B108, Front Street, Binghamton, NY 13902
- Bus Ed Forum**—Business Education Forum. Diana G. Stein, ed. National Business Education Association, 1914 Association Dr., Reston, VA 22091
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- Western Tape. Western Tape, P.O. Box 770, Palo Cedro, CA 96073
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